

## RECRUITMENT AND TALENT ADVISOR

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

Thriving Community	Prosperous Economy	Clean And Green City	Places For People
<i>A City where people have the opportunity to connect and flourish</i>	<i>A City with a thriving economy that enriches its local community</i>	<i>A City that values its natural environment</i>	<i>An accessible City where people love to be</i>

### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>

The position is:

Position Title	Recruitment and Talent Advisor		
Department & Section	Corporate Services – People and Culture		
Team	Human Resources		
Reporting to	Human Resources Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	Level 5		
Position Number	1141	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Supports Council to select the right people to deliver high-quality services to the community.
- Promotes Council as an employer of choice.
- Ensures recruitment processes are fair, transparent, and compliant with legislation.

What does the Position do?

- Works with Hiring Managers to support recruitment processes from job design through to onboarding.
- Provides recruitment advice to Hiring Managers including role requirements and job design, position descriptions, job advertisements, diversity and inclusion considerations, applicant suitability and other related matters.
- Supports Hiring Managers to review and develop position descriptions, ensuring alignment with classification framework as outlined in Council's Enterprise Agreements.
- Supports Hiring Managers to draft job ads and publishes advertisements across suitable platforms to attract candidates.
- Manages job postings, candidate screening, interview scheduling, and timely communication with applicants.
- Provides advice on recruitment strategy, interview questions, and panel composition to ensure successful outcomes.
- Maintains accurate HRIS and recruitment data.
- Measures, evaluates and continuously improves recruitment practices.
- Participates in interview panels, as required, particularly for leadership positions.
- Coordinates pre-employment checks, reference checks, and onboarding documentation.
- Ensures recruitment practices comply with legislation, policies, and industrial instruments.
- Communicates with unsuccessful candidates and responds to feedback.
- Supports the development of talent pipelines and employer branding initiatives.
- Drives best practices in inclusive recruitment to support diversity, equity, and cultural safety.
- Engages with external recruitment agencies to support recruitment when required.
- Provides general HR advice and support to the organisation as directed from time to time.

What outcomes does the position deliver?

- Trusted and highly valued recruitment advice for Hiring Managers.
- A robust recruitment process and timely process support for Hiring Managers
- Training and coaching to develop of Hiring Manager capability in recruitment and selection.

- Positive experience for candidates, enhancing the PAE brand as an employer of choice.
- A continuous improvement loop driven by recruitment data collection and evaluation.
- Diversity, equity, and inclusion practices which increase participation rates over time.

## **The behaviours we expect the position to contribute to our workplace are:**

- Customer focused and passionate about measuring and improving performance.
- A preference for being 'in' the business, working personally with Hiring Managers, communicating freely across the organisation and delivering outcomes aligned to the needs of each individual customer.
- Alignment to PAE Values and Code of Conduct.
- Sound problem solving, innovative thinking and evidence-informed decision making.
- Enthusiasm to take work to full completion.
- A commitment to personal development and improvement.
- Ability to coach and provide appropriate feedback to influence good outcomes.
- Builds constructive relationships with people at all levels across the organisation.
- Proactive and solutions focused, anticipating challenges and working constructively to resolve them.
- Empathetic, understanding and respecting diverse perspectives and shows care for others' wellbeing.

## **Qualifications for the position**

- Post-secondary qualification or commensurate experience in a relevant field.

## **Experience**

- Demonstrated experience in recruitment and/or a HR advisory role.
- Writing compelling job ads tailored to diverse audiences.
- Experience using HRIS and recruitment platforms (e.g., Martian Logic, LinkedIn, SEEK).
- Experience in recruitment practices that ensure diversity, equity, and inclusion.
- Experience in employer branding and talent pipeline development.
- Ability to evaluate feedback and recruitment data to improve processes.

## **Knowledge**

- Sound understanding of employment law, anti-discrimination law, industrial instruments, awards, and employee relations frameworks.
- Knowledge of classification systems and position evaluation methodologies.
- Sourcing strategies including proactive candidate engagement and talent pooling.
- Sound understanding of generalist HR principles and practices.
- Familiarity with modern recruitment trends and technologies.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Our Safety and Return to Work Commitments**

### **All Employees**

- Take reasonable care for their own health and safety.

## POSITION DESCRIPTION



- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_